

4.4 IMPLEMENTATION AND OPERATION

4.4.4 ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.4.4 The organization shall establish and maintain information in paper and/or electronic form in order to:

Conforms (Y/N)	
...describe the core elements of the management system and their interaction;	
...provide direction to related documentation.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.4.4 Environmental Management System Documentation: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Where do you go to locate a copy of your Division's EMS Manual?	
b.		

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	What is the formal (i.e., documented) description of your Division's EMS? Where can this be located?	
b.	Where does the EMS Manual provide direction to related documentation?	
c.	How does the EMS Manual describe the interaction of the core elements?	
d.	Under what circumstances is the EMS Manual updated?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	Where do you go to locate a copy of your Division's EMS Manual?	

NOTES:

DOCUMENTS:

- ☐ The EMS documentation and related documents described in it.
- ☐ Evidence that responsibility for maintaining the documentation has been assigned..
- ☐ Procedure for the development and update of the EMS documentation.

EMS LINKS:

- Pertains to all numbered requirements of ISO 14001.